

Job Search and Voluntary Demotion



Chief Executive Office
Risk Management Branch
Return-to-Work & Disability Programs Unit
November 13, 2014

Brianna Bertolo – Public Defender IV

Permanent Work Restrictions

Due to Ms. Bertolo's disability, she should not handle criminal cases involving homicide, sexual assault, and child molestation.



Job Search

To identify a permanent position to accommodate employees with permanent work restrictions who can no longer perform their usual and customary job duties.



Focus on the employee's knowledge, skills, and abilities.



Comparable Position



Interactive Process Meeting

To determine if employee is able to perform another job with or without reasonable accommodation.



Documents

Job history (not a resume)
College transcripts
Certificates

Encourage your employee

A new position can bring new opportunities.





Departmental Search

Utilize the Vacancy Report



Departmental Search

Home department does not have a comparable position.



Countywide Job Search (PPG 621)

DHR searches for comparable positions within the County.



Countywide Job Search (PPG 621)

No comparable position available.

DHR identifies lower level position.



Voluntary Demotion

Employee may accept a lower level position.



Salary Supplement

(contributory retirement plans A – D, and G)

Board of Retirement determines the employee can no longer perform his/her current job duties.

Employee may qualify for a salary supplement.



Questions

CASE STUDY

Joceleine Bailey – Detention Services Officer

Permanent Work Restrictions

Precluded from fighting and restraining and also from running and jumping.